

TRANSFER OPPORTUNITY

FOR CURRENT STATE EMPLOYEES

EXECUTIVE SECRETARY I San Francisco

DEPARTMENT OF INDUSTRIAL RELATIONS

Position: **Executive Secretary I, Permanent, Full Time**
\$2822 -- 3431

Location: 455 Golden Gate Avenue, 10th Floor, San Francisco

Duties: As the secretary to the Chief, Division of Apprenticeship Standards, handles difficult and responsible secretarial duties as follows: Reviews and screens Chief's incoming correspondence for priority action and reply; receives and screens phone calls from the public agencies (in/out of state), private sector and individuals. Maintains appointment schedule for the Chief, who makes appearances at Legislative meetings, meetings with top labor, management, federal, state and community representatives concerning training programs, makes speeches and presentations. Reviews all correspondence and reports for the Chief's signature for administrative policy consistency, format, grammatical correctness and typographical errors. Arranges and coordinates meetings relating to activities of the Chief with the California Apprenticeship Council (CAC), and perform other duties as required. Some travel is required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for transfer or reinstatement to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Apprenticeship Standards
P. O. Box 420603
San Francisco, CA 94142
Attention: Kim Fulcher
Telephone: 415/355-5475

Applications accepted until April 6, 2007, or until position filled.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.